

FIRE TRAINING OFFICER II
STUDY GUIDE

A written examination for the class of **FIRE TRAINING OFFICER II** to be administered in **LAFAYETTE** on **JANUARY 9, 2017**, will consist of approximately **105** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for implementing an effective training program, including serving as an instructor.	12.4%
FIREGROUND OPERATIONS Knowledge of fireground operations sufficient to train department personnel in areas of fire fighting, rescue, ventilation, salvage and overhaul, hazardous materials, communication, safety, and fire attack.	14.3%
WATER SUPPLY AND PUMP OPERATIONS Knowledge of water supplies and pump operations sufficient to train departmental employees in pump operations; hydraulics, and the driving and operating of apparatus/equipment in order to efficiently perform their duties at the scene of an emergency.	8.6%
TOOLS AND EQUIPMENT Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, hoses, ropes, and ladders.	10.5%
MEDICAL PROCEDURES AT THE EMERGENCY SCENE Knowledge of first aid practices and procedures, including CPR and emergency medical services, sufficient to train departmental employees to perform these duties at the scene of an emergency.	6.7%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE PREVENTION AND INVESTIGATION Knowledge of fire prevention and investigation procedures sufficient to train departmental employees in performing fire prevention and fire investigations.	4.8%
FIRE SERVICE MANAGEMENT Knowledge of the principles of effective fire service management, involving researching, planning, inspecting, and evaluating the operation of the training division; and budget preparation.	10.5%
MANAGEMENT OF EQUIPMENT /PROPERTY/SUPPLIES Knowledge of the general care, maintenance, and purchasing of equipment, property, and supplies, including verifying that equipment is tested and meets applicable standards.	8.6%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-keeping practices, including preparation, content, and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.	6.7%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to train employees, plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline.	12.4%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies and the public.	4.8%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the

Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.

Pumping Apparatus Driver/Operator, 2nd ed., 2006.

Fire and Emergency Services Instructor, 7th ed., 2006.

Fire Service First Responder, 1st ed., 2000.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

FIRE COMMAND, Brunacini, Alan V., NFPA, 2nd ed., 2002.

OTHER RECOMMENDED PUBLICATIONS:

KIRK'S FIRE INVESTIGATION, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.

